

## *Annual Report*

*An annual performance report will be required every year of the project. The annual report will be posted on the SCBGP website and represents an important vehicle for sharing project findings with Federal and State agencies and the public. Annual performance reports must illustrate the progression of the activities and outcomes associated with the project. Please complete the following report using the format provided and return to [samasnyder@pa.gov](mailto:samasnyder@pa.gov).*

### **PROJECT TITLE:**

Provide the project's title. (Must be the title used in the approved Application.)

### **ORGANIZATION:**

### **ACTIVITIES PERFORMED:**

Briefly summarize activities performed, targets, and/or performance goals achieved during the reporting period. Specifically, discuss the tasks provided in the **Work Plan** of the approved project proposal. Whenever possible, describe the work accomplished in both quantitative and qualitative terms. Include the significant results, accomplishments, conclusions and recommendations. Include favorable or unusual developments.

Provide a comparison of actual accomplishments with the goals established for the reporting period.

Present the significant contributions and role of project partners in the project.

Clearly convey progress toward achieving the **Expected Measurable Outcomes** identified in the approved project proposal by illustrating baseline data that has been gathered to date and showing the progress toward achieving set targets.

If a target of a project has already been achieved, project staff is encouraged to amend the outcome measure. This permits the project staff to "stretch" the goals in order to go beyond what they are already doing.

### **PROBLEMS AND DELAYS:**

Describe any unexpected delays, impediments, and challenges that have been confronted in order to complete the goals for each project such as changes or delays to the approved.

**Work Plan** activities and **Expected Measurable Outcomes**. Explain why these changes took place.

Mention the corrective actions that were taken in order to address these delays, impediments, and challenges.

If challenges occurred, review measurable outcomes to determine if targets are still realistic and attainable. An objective that is too stringent should be scaled back and identified in the performance report. Keep in mind that targets may slip due to all kinds of factors, such as employee turn-over and bad weather.

In the event that adjustments were made to the **Work Plan** timeline, **Expected Measurable Outcomes**, and/or **Budget**, provide an outline of those changes. These may be minor changes or changes that received prior approval from the Specialty Crop Block Grant Program.

#### **FUTURE PROJECT PLANS:**

Briefly summarize activities to be performed, targets, and/or performance goals to be achieved during the next reporting period for each project. Whenever possible, describe the work to be accomplished in both quantitative and qualitative terms.

Describe any changes that are anticipated in the project in the future. When it is necessary to modify the **Project Purpose**, substantially change the **Expected Measurable Outcomes** and/or the proposed **Work Plan** deliverables of an award, then it would be necessary to submit a formal scope amendment.

When it's necessary to make cumulative changes to the budget that exceed 20% of the project's total budget among direct cost categories within the project's approved **Budget Narrative** or separately budgeted projects, then it would be necessary to submit a formal budget change.

#### **FUNDING EXPENDED TO DATE:**

Provide the dollar amount or percentage of grant funds expended to date.

The progress to date should coincide with the level of funds expended. If problems or delays have occurred, these should be described in the **Problems and Delays** section as well as any corrective actions taken.

In the event that a project gained income as a result of planned activities, report the amount of this supplemental funding and describe how it will be reinvested into the project.